

# GRANADA SANITARY DISTRICT

## OF SAN MATEO COUNTY

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### MINUTES

## BOARD OF DIRECTORS MEETING

May 15, 2003, 7:30 p.m.

**CALL MEETING TO ORDER:** The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:40 p.m.

**ROLL CALL:** Attending Directors were: President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein and Board Member Shawn McGraw.

Attending staff were: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and Legal Counsel Jonathan Wittwer.

**PLEDGE OF ALLEGIANCE:** Board President Bill Katke led all present in the Pledge of Allegiance.

#### **GENERAL PUBLIC PARTICIPATION:**

Mr. Lyle Wagner distributed a letter to the Board requesting grandfathering from Ordinance 139 for his parcel in CCR zoning, where he plans to build a mixed-use storage facility and two living units. The Board directed Mr. Wagner to work with district staff to review this issue.

Mr. Donald Sheardown expressed his continued dissatisfaction that the current District office space was not ADA compliant. The General Manager pointed out that the District is currently pursuing a solution to the issue, and that the item was on the action agenda tonight.

#### **ACTION AGENDA**

##### **1. Consideration of Resolutions Approving 2003-2004 FY General Operations Budget and Collection Systems Budget for Sewer Authority Mid-Coastside.**

Interim General Manager John Burgh presented the proposed Sewer Authority Mid-Coastside operations budget for fiscal year 2003-2004. The Board held a general discussion and Mr. Burgh fielded several questions regarding the budget. The Board expressed some concern over the cost of the Portola Pump Station project, and requested that Mr. Burgh provide the previously prepared 4-Year Wet Weather Flow report for the District's review. General Manager Chuck Duffy will thoroughly review SAM's proposed capital projects and provide a presentation at the next board meeting. President Katke tabled the item to the next regular board meeting.

Before leaving, Mr. Burgh expressed his appreciation for having the opportunity to work with the board members and staff during his tenure at SAM, and he presented the book

"Granada, A Synonym for Paradise: The Ocean Shore Railroad Years" by Barbara VanderWerf as a gift to the District.

Director Pollard expressed her appreciation to Mr. Burgh, thanking him for his efforts and time, including the time he spent working at Quarry Park as a volunteer.

**2. Consideration of Approval of Franchise Agreement Between Granada Sanitary District and Seacoast Disposal Company for Solid Waste and Recycling Services:**

General Manager Duffy provided a brief overview of the Agreement for Solid Waste and Recycling Services provided in the agenda packet. The agreement is essentially identical to contract previously negotiated by Attorney Gary Liss for the Montara Sanitary District several years ago. Changes made to the agreement were minor in detail, and several additional services were added at the request of Director Woren. The contract provides for a franchise agreement with Seacoast Disposal through June 30, 2009. General Counsel Wittwer then reviewed his revisions in detail with the Board. Seacoast Manager Chris Porter, who was in attendance, answered questions and also provided information and details during Mr. Wittwer's review. Mr. Wittwer will also verify that the formula for the Contractor Compensation Methodology (Exhibit "D") was the same as that for MSD.

**Director McGraw moved to approve the Agreement for Solid Waste and Recycling Services between the Granada Sanitary District and Seacoast Disposal, in substantially the form presented to the Board, subject to District Counsel verifying the Contractor Compensation Methodology formula, and the inclusion of an agreement to extend the expiration date of the prior contract from 6/09/03 to 6/19/03. (McGraw/Stein) Approved 5-0**

**3. Consideration of Granada Sanitary District Budget for Fiscal Year 2003/04:**

The General Manager reviewed the proposed budget for FY 2003/04 and pointed out the pertinent changes between this and the previous year's budget. He also reported that the District Engineer was still in the process of preparing an outline for the Capital Improvement Plan. The budget would be brought back at the next board meeting for the Board's final consideration.

**4. Consideration of District Audit for Fiscal Year 2001/02:**

Mr. Duffy reviewed the highlights of the FY 2001/02 audit as prepared by the CPA firm of Grice, Lund & Tarkington. The most significant changes from the previous audit reports are the separation of the General District and Assessment District assets, and the line items showing past District advances to the Assessment District to fund the Non-contingent Assessment and Reserve funds.

**Director Stein moved to approve the District Audit for Fiscal Year 2001/2002 as presented. (Stein/Woren) Approved 5-0**

**5. Consideration of entering into a new lease for District office space:**

This item was continued.

## **CONSENT AGENDA**

6. **Approval of special meeting minutes for April 3, 2003**
7. **Approval of special meeting minutes for April 17, 2003**
8. **Approval of regular meeting minutes for April 17, 2003.**
9. **Approval of May 2003 warrants totaling \$219,680.16**
10. **Approval of March 2003 Financial Statements**
11. **Approval of Bond Administration Fund distribution #51 to GSD in the amount of \$24,191.84.**
12. **Approval of Quarterly Investment Report for the quarter ending March 31, 2003**
13. **Consideration of Approval of Variance Application and Class 1A Single Family Dwelling Sewer Connection Permit for McCavitt: APN 047-127-490; 231 Avenue Balboa; Parcel Size: 4,875 sq. ft.; Structure: 2,336 sq. ft.; Zoning: R-1/S-17**

Director Stein moved to approve Consent Agenda items 6 through 13.  
(Stein/McGraw) Approved 5-0

## **DIRECTORS' COMMENTS AND COMMITTEE REPORTS**

14. **Sewer Authority Mid-Coastside: Director Woren and Director Katke as alternate for Director McGraw report on meeting held on April 28, 2003.**

Director Woren announced the hiring of candidate Jack Foley as the SAM General Manager, and added that the SAM Board was very impressed with Mr. Foley's qualifications. President Katke reported on the SAM Wet Weather Flow Storage Facility completion celebration held on 4/28/03 at the Montara Sanitary District.

15. **Report on other seminars, conferences, or committee meetings:**  
None to report.

## **INFORMATION CALENDAR**

16. **General Manager's Report**

Mr. Duffy informed the board that the CSD application was moving forward, and that he had met with Sandy Emerson from the Mid-Coast Community Council to survey their ideas regarding the possible District reorganization.

17. **Administrator's Report**

District Administrator Gina Holmes briefly reviewed the report provided in the agenda packet and had nothing further to report.

18. **Engineer's Report**

The Engineer's Report was provided in the agenda packet and there was nothing further to report.

19. **Attorney's Report**

Counsel Wittwer informed the Board that he had received a letter from the Perkins, owners of a substandard parcel in El Granada, who asked that the GSD move forward on processing their exemption from Ordinance 139 request after obtaining a CDP. Counsel also indicated that he had been contacted by David Byers, Esq. for the County

of San Mateo regarding the assessments possibly claimed to be owing on the west side Mirada Surf parcel, (which he wanted addressed before the close of escrow on the sale to the County scheduled for 7/31/03). Mr. Wittwer also informed the Board that an application for assessment relief had been received from the County on the east side Mirada Surf parcel.

**FUTURE AGENDA ITEMS**

**ADJOURN**

President Katke adjourned the meeting at 10:19 p.m.

SUBMITTED BY:

APPROVED BY:

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Chuck Duffy, General Manager

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Fran Pollard, Board Secretary

Date Approved: June 19, 2003